



Personnel  
1300 Sawgrass Corporate Parkway, #100 • Sunrise, FL 33323 • Phone: 954.838.4522

## PURCHASING SPECIALIST

**DATE:** February 4, 2004 (amended October 5, 2004)

**SALARY:** \$42,927 - \$59,176

**NATURE OF WORK:** This is highly responsible specialized administrative and technical work in a computerized, centralized purchasing department.

**WORKSITE LOCATION:** Purchasing Department  
4747 Nob Hill Road, Suite 6, Sunrise

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Economics or a related field.

**EXPERIENCE:** --Three (3) years of professional level experience in a governmental purchasing operation.  
--Experience in construction preferred.  
--Professional certification CPM, CPPB, or CPPO preferred.

**CLOSING DATE:** Open until filled.

**HOW TO APPLY:** Please submit a completed City of Sunrise Employment Application (or two copies of resume) with proof of education to the Personnel Department.

It shall be the policy of the City of Sunrise to hire well-qualified persons to perform the many tasks necessary in providing the services the City is called upon to render. An integral part of this policy is to provide equal employment opportunity for all persons for employment and to recruit and administer hiring, working conditions, benefits and privileges of employment, compensation, training, appointments for advancement, including upgrading and promotions, transfers, and terminations of employment including layoffs and recalls for all employees without discrimination because of race, color, religion, national origin, sex, marital status, sexual orientation, age or physical or mental disabilities who are qualified for the jobs they are seeking.

**EQUAL OPPORTUNITY EMPLOYER - M/F/D/V**